

THE NEW JERSEY CULTURAL TRUST



GUIDELINES FOR DESIGNATION AS "QUALIFIED ORGANIZATION"

FISCAL YEAR – 2004

JULY 2003 – JUNE 2004

The New Jersey Cultural Trust is pleased to issue the forms to apply for designation as a qualified organization. Designation as a qualified organization is required to take advantage of funding opportunities provided by The New Jersey Cultural Trust.

Trust's Purpose:

Established by The New Jersey Cultural Trust Act (N.J.S.A. 52:16A-72 et seq.), the Trust was created to build a permanent, stable, and additional source of funding to support private, non-profit arts, history, and humanities organizations. The Trust's purpose is to help build endowments, create institutional stability, and fund capital projects.

Designating Qualified Organizations:

The Qualified Organization Designation Form will be used to determine if an organization meets the requirements set forth in the Act to participate in and benefit from the Cultural Trust programs. **(A qualified organization is defined as a separately incorporated, tax-exempt under the Internal Revenue Code of 1986, nonprofit organization whose primary mission is to promote the performing, visual and creative arts in New Jersey or to promote or preserve New Jersey history and humanities in New Jersey. The term shall not include private, State, county, or municipal colleges, or universities. The term shall not include State, county, or local governmental units, authorities or corporations created by such units and shall not include a "qualifying governmental body" as defined in section 2 of P.L. 1985 c. 410).** The form specifies all information that must be provided to seek this designation. The Trust reserves the right to require any additional information needed to make the determination. A designation is valid for a minimum of three years.

Deadlines and Process:

Applications for designation as a "qualified organization" will be accepted on an ongoing basis and will be forwarded to the Cultural Trust Board for its consideration at the first available opportunity.

Faxes and e-mails are not acceptable submissions. Only complete applications can be considered.

All materials, if mailed, should be addressed to:

The New Jersey Cultural Trust
PO Box 529
Trenton, NJ 08625-0529

Hand-delivered materials should be brought to:

The New Jersey Cultural Trust
225 West State Street, 4th Floor
Trenton, NJ

Please contact the office of the Cultural Trust with inquiries: 609-984-6767

Check out our website at www.njculturaltrust.org

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QUALIFIED ORGANIZATION DESIGNATION FORM

Please complete this form to be designated a "qualified organization" under the rules of The New Jersey Cultural Trust. You may submit this form at any time. Your application to be designated "qualified" will be considered at the next scheduled board meeting.

Please note that all information submitted to The New Jersey Cultural Trust is subject to the Open Public Records Act and will be made available upon request for public access, with the exception of materials exempted by law, executive order, or by rule.

Name of Organization _____

FEI (Federal Employers ID #) _____ Charities Registration # _____

Address _____

City, State, Zip _____

Phone _____ Fax _____ E-Mail address _____

Principal Contact _____ Title _____ Phone _____

Year incorporated _____ How many consecutive years have you been operating? _____

Note: Cultural Trust rules require four consecutive years of operation in order to qualify.

NJ Legislative District _____ Congressional Legislative District _____

County _____

The following attachments are required:

- A copy of the board-adopted mission statement clearly identifying organization as one with a primary purpose of arts, history or humanities
- Proof of current non-profit corporate status with the State of New Jersey—a copy of the last annual report form filed with the Division of Revenue, formerly the Division of Commercial Recording
- Proof of tax-exempt status from Internal Revenue Service (copy of IRS tax determination letter)
- Organization's annual reports or summary of activities for the past two years describing major programs and services
- Documentation, such as event calendars, brochures, educational outreach materials, and performance and exhibition calendars, that support the organization's mission and verifies its services to the public

(continued)

- Financial records as follows:

1. Organizations with budgets or endowments in excess of \$100,000 must submit independent certified audits of financial statement for the last two completed fiscal years.
2. Organizations with annual budgets under \$100,000 and no endowment or no endowment holding in excess of \$100,000 must submit copies of their tax returns for the past two fiscal years and their past two annual budgets as approved by the organization's board of directors.

Certification:

We the undersigned attest to and certify that all statements made with this submission or provided as proof and corroboration of statements made with this submission are true and accurate to the best of our knowledge and belief.

Two signatures are required.

Authorizing Official's Signature

Printed Name, Title, Date

Authorizing Signature of Board

Printed Name, Office, Date